

CPAC Job Description

Job Title: Project Assistant
Department: Administrative
Reports to: Senior Project Specialist – Prevention
FLSA Status: Non-Exempt

Summary: The Project Assistant is an assistant to the Prevention department supporting and creating balance in the time and scope of executing projects and keeping documents organized. This is completed by performing the following duties and responsibilities.

Duties and Responsibilities include the following. Other duties may be assigned.

1. Supports and advances the agency mission by advocating and actively promoting individual, family, community empowerment and organizational capacity building.*
2. Ensures coordination and facilitation of the vision and mission of the Covenant for Children, Youth, and Families through assisting in the planned and intentional collaboration with providers, agencies, consumers and consumer groups, advocacy groups, and other human services stakeholders.*
3. Provides meeting support to planners and project specialists to include preparing agendas, minutes, sign-in sheets, meeting reminders, orders, serving refreshments, setting up, and breaking down kitchen and conference rooms.* Must have knowledge of how to navigate virtual meeting platforms.
4. Performs various **clerical duties** to include photocopying, typing, faxing, postage machine, binding machine, sorting machine, and calculator.*
5. Prepares and submits requisition forms in a timely manner per company guidelines.*
6. Follow agency's procedures for electronic and paper filing to include filing in the appropriate media and drives per company guidelines.*
7. Provides back up receptionist to include screening calls, directing calls, and taking accurate messages in a professional and courteous manner.*
8. Receives and responds to customer inquiries in a prompt and courteous manner.*
9. Handles confidential information per organization and government standards.*
10. Positively communicates, collaborates, and builds strong professional relationships with all levels of staff, outside agencies, and providers as well as the community members.*

11. Maintains neat and organized workspace.*
12. Provides assistance to other departments as needed.
13. Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, internet software, database software, and contact management systems. Familiarity with Microsoft Office programs a plus. Use of virtual meeting platforms (Zoom, Microsoft Teams) is also a plus.

Education/Experience:

High school diploma or general education degree (GED); and equivalent combination of education and experience in customer service.

Equipment:

Multi-line phone, copier, fax/scan, postage machine, calculator

Knowledge, Skills, and Other Abilities:

- Computer skills
- Oral and written communication skills
- Reading skills
- Keyboard skills
- Customer relations skills
- Professionalism
- Organizational skills
- Time management skills
- Planning skills
- Ability to coordinate and prioritize multiple projects
- Ability to be sensitive to multicultural needs

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

We are looking to hire soon so all interested candidates should forward their resume and cover letters to Andrew Selby, Senior Project Specialist at aselby@cpachvi.org.